

Vacancy Announcement #00-329 DS/CS

VACANCY ANNOUNCEMENT

POSITION: Intelligence Research Specialist, GS-132-12

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Deputy Assistant Director - Field Operations (East)
Charlotte Field Division
Charlotte IV (Intelligence) Field Office
Charlotte, NC

NOTE: The tentative selectee (if not currently occupying an ATF testing designated position) will be required to submit a urinalysis to screen for illegal drug use. Appointment to this position is contingent upon receipt of a negative test result, and must successfully pass a pre-appointment background investigation.

OPENING DATE: August 8, 2000

CLOSING DATE: September 7, 2000

AREA OF

CONSIDERATION: All sources including Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service. **Please note on application if applying under VRA authority.**

BRIEF DESCRIPTION OF DUTIES: The incumbent of the position serves as the Intelligence Research Specialist for the Charlotte Field Division. The incumbent performs duties involving the research, interpretation, analysis and maintenance of intelligence information in support of the Field Division's investigative operations.

QUALIFICATION REQUIREMENTS:

All applicants must have had one year of specialized experience at least equivalent to the next lower grade.

Specialized Experience in intelligence research work to analyze separate bits of information from a variety of known and unknown sources, gathered under known and unknown conditions; assess the validity and reliability of the information; and interpretative techniques; brief superiors, planners, and policy makers on all aspects of their work assignments. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

EVALUATION METHODS: Status applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; Quality Step Increase, Sustained Superior Performance, Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement. Non-status applicants will be evaluated on relevant experience and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best-qualified applicants

SUPPLEMENTAL EXPERIENCE STATEMENT (KSA's)

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the factors listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Ability to identify the priorities and commitments of the field division as they relate to the Bureau's intelligence and enforcement programs.
2. Knowledge and experience in intelligence techniques, operations and analytical procedures to effectively conduct analyses and interpretation of criminal investigations.
3. Knowledge of computer systems to research and implement new programs.
4. Skill in language and writing; effectively convey findings to managers, special agents and outside sources.

CONDITIONS OF EMPLOYMENT:

The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
- ☒ A pre-employment drug test is required.
- ☒ A pre-employment background investigation is required.
- ☒ Incumbent must be U.S. citizen.
- ☒ Male applicants born after December 31, 1959 must be registered with the Selective Service System.
- ☒ Non-ATF applicants will not be reimbursed for travel and relocation expenses.
- ☐ Subject to a supervisory/managerial probationary period.
- ☒ Promotion potential: None.
- ☐ Other: _____

GENERAL INFORMATION:

1. Applications will not be returned to applicants.
2. Applications must be received by the closing date of this announcement.
3. ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the phone number listed below.
4. **Applications must be received by the closing date of this announcement. The postmarked date will be considered only for those persons applying as non-status applicants for "All Sources" announcements.**

HOW TO APPLY

- A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by through Internet, web-site WWW.OPM.GOV/forms/. The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement number for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, and grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course title, date, course hours and institution.
9. Description of awards, honors, and special qualifications such as language, computer skills, typing speed and year received.
10. Clear identification of U.S. citizenship.

B. Additional information/completed forms should be submitted, if checked:

- ☐ Written response to the Supplemental Experience Statement.
- ☒ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☒ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☐ College transcripts or lists of college courses.
- ☒ Race and National Origin Identification Form (Optional). Information submitted will be used for statistical reports.
- ☒ Applicant Response Form (attached).
- ☒ OPM Form 306, Declaration for Federal Employment.
- ☒ Performance appraisal dated within the last year. **If not submitted, credit will not be given for that portion of the evaluation process.**
- ☒ Current/former Federal employees - SF-50 to reflect competitive status.
- ☒ Applicants with disability or veterans eligible for non-competitive appointment: Provide appropriate documentation.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars). Provide month/year of class, title and length of class. (For status consideration only.)

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Office of Management/Personnel Division
Attn: Merit Promotion Branch, Room 4170
650 Massachusetts Avenue, NW
Washington, DC 20226

CTAP/ICTAP

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and a copy of the most recent SF-50, noting current position, grade level and duty location. They must be rated well qualified for the position. To be well qualified, CTAP/ICTAP applicants must meet the mid-level range of the crediting plan for all factors.

AN EQUAL OPPORTUNITY EMPLOYER
ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, AGE, SEX,
NATIONAL ORIGIN, MARITAL STATUS, POLITICS, RELIGION OR ANY OTHER NONMERIT REASONS.

APPLICANT RESPONSE FORM
(Complete and return this form with your application)

Bureau of Alcohol, Tobacco & Firearms (ATF) Vacancy Announcement: **#00-329 DS/CS**
Position Title, Series and Grade: **Intelligence Research Specialist, GS-132-12**

Name and Address ***(applicants, please complete)***

The results of your application for consideration for this position are as follows:

___ Your name was referred to the selecting official; however you were not selected.

___ You met the basic qualifications for the position, but you were not on the best-qualified list.

___ You were selected for the position.

___ You were found to be ineligible/not qualified as indicated below:

() Lack general experience

() Lack required time in grade

() Lack specialized experience

() Lack education requirements

() Outside area of consideration

() Application received too late
for consideration

() Other: _____

___ Recruitment under this announcement has been cancelled.

___ Other: _____

Dennis Snyder _____
Personnel Management Specialist Date

The application you submitted for Vacancy Announcement: **# 00-329 DS/CS**
Position Title, Series and Grade: **Intelligence Research Specialist, GS-132-12,**
has been received in the Bureau of Alcohol, Tobacco & Firearms, Office of Personnel.

The Personnel Division is unable to release specific information on job status.

Name and Address ***(applicants, please complete)***